



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 2190.1  
Effective Date: June 1, 2006  
Expiration Date: June 1, 2011**

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**Responsible Office: Center Operations Directorate**

**SUBJECT: Power and Authority--To Review and Approve for Export, Public Domain Information and To Review Export Control Issues**

**1. POLICY**

All exports of information, commodities, and software shall be reviewed for appropriate availability and compliance with export control restrictions prior to release from Langley Research Center to prevent inappropriate release of export controlled information, commodities, or software. Langley Research Center shall comply with U. S. Export Laws and regulations.

**2. APPLICABILITY**

This LAPD is applicable to all LaRC employees, contractors, and grantees.

**3. AUTHORITY**

- a. NPD 2190.1, "NASA Export Control Program."

**4. REFERENCES**

- a. NPR 2190.1, "NASA Export Control Program."
- b. LMS-CP-1725, "Export Control"
- c. LAPD 6000.2, "Incoming and Outgoing Shipments"
- d. LAPD 1460.1, "Mail Management"
- e. LF 52, "Shipping/Transfer Document."
- f. LF 52A, "Export Control Document for Foreign Mailings."

**5. RESPONSIBILITIES**

- a. Organizational Unit Managers are responsible for designating qualified Export Control Representative.

b. Export Control Representative

- (1) Maintain knowledge of areas of research within their Organization involving export controlled or other sensitive information.
- (2) Maintain understanding of policies for safeguarding and releasing export controlled information, equipment, or software.
- (3) Maintain a working knowledge of export control provisions applicable to NASA programs.
- (4) Promote awareness among employees within their Organization of their responsibilities to observe export control laws and protect sensitive information.
- (5) Route all export requests, except of public domain information, to the Center Export Administrator.
- (6) Review and approve exports of public domain information (LF 52, "Shipping/Transfer Document," or LF 52A, "Export Control Document for Foreign Mailings") from within their Organization.
- (7) Serve as organization point of contact for the Center Export Administrator.
- (8) Attend annual export control training provided by the Center Export Administrator.

**6. DELEGATION OF AUTHORITY**

None

**7. MEASUREMENTS**

None

**8. CANCELLATION**

LAPD 2190.1, dated May 18, 2005

*Original signed on file*

Lesia B. Roe  
Director